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Date: 10/2/02

To: WDA Executive Directors, WDB Chairs and Chief Local Elected Officials

From: Gary Denis, Bureau of Workforce Programs

Re: **Workforce Investment Act (WIA) Policy Update 02-07**

Attached is the final Subsequent Policy dealing with Intensive Services and Training. It should be used as a guide to help clarify when WIA training opportunities need an Individual Training Account (ITA) and the State List of Eligible Programs and Providers.

If you have questions about the policy, please contact Local Program Liaison.

Cc Local Program Liaisons

## WIA POLICY UPDATE 02-07

### Subsequent Eligibility Policy on Intensive Services and Training

The Subsequent Eligibility and Policy Development Workgroup developed the following list of activities under Intensive Services and Training for adults and dislocated workers. It follows WIA, but it gives more explanation about what is training in Short-Term Prevocational under Intensive Services. It is to be used as a guide to help clarify when an Individual Training Account (ITA) and the State List of Eligible Training Programs and Providers must be used for a training activity.

#### Intensive Services

1. Comprehensive and Specialized Assessments of Skill Levels:
  - Diagnostic testing and use of other assessment tools, and
  - In-depth interviewing and evaluation to identify employment barriers and employment goals.
2. Development of individual employment plan to identify:
  - Employment goals,
  - Achievement objectives, and
  - Combination of services.
3. Group and individual counseling and career planning.
4. Case management.
5. Short-term prevocational activities to prepare individuals for employment or training including:
  - Development of basic learning, communication, and interviewing skills such as punctuality, personal maintenance and professional conduct skills, and
  - Development of occupational literacy skills to complete a training program or class. This includes basic computer classes such as Microsoft Word, Power Point, and Excel.
6. Short-term prevocational activities for workers who possess a body of knowledge with specific skills, but lack occupational credential or require short-term continuing education or occupational training offerings.
7. Out-of-area job search and relocation expenses
8. Adult Basic Education/ESL/literacy as stand-alone services.

## Training

1. Occupational skills training.
2. On the Job Training.
3. Workplace training with related instruction.
4. Skill upgrading and retraining.
5. Entrepreneurial training.
6. Adult Basic Education/ESL/literacy and prevocational activities in combination with:
  - Occupational skills training
  - OJT
  - Workplace training with related instructions
  - Skill upgrading and retraining
  - Entrepreneurial training
7. Customized Training.

**Please Note:** “Any completed training activity which:

1. results in the issuance of a certificate or document verifying successful completion of the training, and
2. leads to employment

can be counted as a credential attainment and reported as such in ASSET ....” (ASSET reporting policy 02-01, dated 9/23/02)